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AUTHOR Madland, Janet J.
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ABSTRACT

This handbook is designed to be used by superintendents, school district personnel officers, and building administrators who are responsible for assuring proper licensure and assignment of teachers and other licensed employees to specific positions. The handbook is divided into five sections. Section 1 reviews the background and goals of the handbook. Section 2 presents guidelines for determining proper assignments, covering grade level, state graduation requirements, and reporting the educator's experience for licensure. Section 3 looks at options to misassignments, such as adding endorsements, emergency license, restricted license, interim license, 3-year professional technical teaching license, license of accomplishment, and reciprocal teaching license. Section 4 focuses on reporting and following up misassignments. The fifth section covers assignments by endorsement area. Appendices include: (1) laws and rules on misassignments; (2) computer and authorization codes; and (3) a misassignment report form. (ND)

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ED 398 189

LICENSURE ASSIGNMENT HANDBOOK

To Promote Proper Assignments

of Licensed Staff

in Oregon School Districts

U.S. DEPARTMENT OF EDUCATION
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Prepared by:

Janet J. Madland
Coordinator of Teacher Licensing

TEACHER STANDARDS AND PRACTICES COMMISSION
Public Service Building
255 Capitol Street N.E., Suite 105
Salem OR 97310-1332

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I. INTRODUCTION

This handbook is designed to be used by all educators but specifically superintendents, school district personnel officers, and building administrators who are responsible for assuring proper licensure and assignment of teachers and other licensed employees to specific positions. It was developed by Teacher Standards and Practices Commission staff from recommendations of the Oregon School Personnel Administrators Association.

GOALS:

1. To comply with ORS 342.173(1) which requires school districts and education service districts to employ licensed educators and to assign them in accordance with endorsements held.

2. To assure that a minimum of licensed staff are misassigned, i.e., assigned to a position for which they do not hold the license or endorsement required.

3. To limit misassignment of licensed staff to emergency and temporary situations.

Oregon law states that districts which employ persons without a license or misassign educators without justification satisfactory to TSPC shall forfeit state basic school support funds. Each year, school districts report to TSPC by October 15 on all educators assigned outside their areas of endorsements. Reports of misassignment for more than two periods must be accompanied by a plan for correction that will result at a minimum in the educator completing 9 quarter hours of preparation in the field per year and acquiring the appropriate endorsement not later than three years following the initial misassignment.

The 1994-95 report showed:

• Of an estimated 150,000 periods of instruction in Oregon public schools each day, 2,832 periods are taught by teachers who do not currently hold endorsements in the subject taught. This is approximately two percent misassigned.

• Ninety-two districts out of 250 total reported that they had no misassigned educators.

• There are 309 teachers misassigned more than two periods, providing 1,360 periods of instruction outside their endorsement areas.

• An additional 993 teachers who have one or two period misassignments teach 1,472 periods outside their endorsement areas.

• Misassignments are not limited to small school districts, since many of the smaller districts have hired teachers with two endorsements.

• Some subject areas have a disproportionate amount of misassignments.

The information provided in this handbook will not answer every individual question. If you still have questions after you have read this handbook, contact:

Teacher Standards and Practices Commission
Public Service Building
255 Capitol Street N.E., Suite 105
Salem, Oregon 97310-1332
Phone: 378-3586

If you have questions about assignments in positions, mail in a job description that includes percentages of time spent in major duties. Send this to Teacher Standards and Practices Commission in Salem, and a response will be provided on the licensure endorsement needed for the assignment.

II. DETERMINING PROPER ASSIGNMENTS

There are some general guidelines to keep in mind when making assignments. Proper assignment is directly related to the grade level of the students and the content of the subject being taught.

For teaching positions, you need to determine exactly what the curriculum is for the class, determine what type of license authorizes the teaching of that curriculum, then find a teacher who has that license.

Some questions to ask yourself about a new assignment:

1. In what area(s) will students receive transcript credit for the class?

2. What are the major topics in the course outline?

3. How many weeks of instruction are given to each topic in the course outline?

4. Similarly, for Personnel Service (counselor, supervisor, school psychologist) or Administrative (administrator, superintendent) positions, what are the major duties in the job description and proportion of time spent on these duties?

At the time you assign someone, you should have a copy of that person's license. Check the back of the license for the authorization codes (see Appendix B). If you are unable to assign a teacher with the appropriate license, consider the options that are discussed later in this handbook.

General

Licenses are required in public schools for: teachers; counselors; school psychologists; supervisors; professional technical directors; principals, program directors, and other district administrators who evaluate licensed personnel; superintendents; athletic coaches (unless outside classroom hours); school nurses; substitute teachers; and other personnel performing the above duties regardless of title (OAR 584-36-010).

Grade Level

To be properly assigned, educators must be teaching at the grade level(s) for which they are licensed. Grade level authorizations are stated on a Basic or Standard Teaching License as follows (codes are shown in parentheses):

- birth through primary level - early intervention special education (011);
- age three through grade three - early childhood education (012);
- preprimary through nine - elementary (014 and 016);
- preprimary through nine - subject matter (019);
- preprimary through twelve (018);
- grades five through nine in elementary, middle or junior high (027); or
- grades five through twelve (020) (OAR 584-36-015(1)).

Credit or Content

Courses to meet the state graduation requirements as adopted by the State Board of Education in Oregon Administrative Rule 581-22-316 are assigned correctly when the teacher holds the endorsement identified below.

Graduation Requirement	Endorsement
Language Arts	Language Arts (or Speech and Drama if students receive Speech or Drama credit on their transcripts)
Mathematics	Mathematics (Basic or Advanced)
Science	Biology, Chemistry, Physics, Integrated Science
U.S. History	Social Studies
Global Studies	Social Studies
Government	Social Studies
Health Education	Health Education
Physical Education	Physical Education
Career Development	Any endorsement
Personal Finance	Any endorsement
Economics	Social Studies or Business Education
Applied Arts	
1. Technology Education	Technology Education (Industrial Arts)
2. Business Education	Business Education
3. Home Economics	Home Economics
4. SDE Professional Technical Program	Professional Technical endorsements
Fine Arts	
1. Music	Music
2. Art	Art
Foreign Language	
1. French	French
2. German	German
3. Spanish	Spanish
4. Russian	Russian
5. Japanese	Japanese/License of Accomplishment
6. Other Languages	License of Accomplishment

As a general guideline, credit awarded is a good indicator of endorsement needed. An example is Business English. If the district awards business credit for that course, the Business Education endorsement is appropriate. If the district awards language arts credit for the class, a teacher with Language Arts endorsement should instruct the course.

Reporting Experience for Licensure

A school district reports an educator's experience for licensure by completing the TSPC Professional Educational Experience Report Form. It is important that this information be complete. Particularly on subject area, be specific:

- Indicate subjects which equate to endorsement areas rather than teacher's title (e.g., rather than just "Chapter I teacher," add "Reading" or "Math"; if it is Chapter I-Handicapped, state this).
- Do not combine (e.g., health and PE 6 periods); list health and number of periods and list PE and number of periods.
- Since Oregon has a number of science endorsements, be specific on type of science class, e.g., biology, chemistry, physics, integrated science.

III. OPTIONS TO MISASSIGNMENTS

If you do not appear to have a staff member with an endorsement or license for the course(s) needing to be taught, keep in mind these options:

1. No Endorsement May Be Needed - Examples in TSPC rules are computer education, personal finance, and outdoor education. See others below.

2. Pre-1965 License Holders - The Provisional or Five-Year Regular Secondary License is valid for any teaching assignment in grades 7-12 in a departmental elementary, middle, junior high, or senior high school and to serve as a vice principal or counselor in grades 7-12.

   Five-Year Elementary Teaching License is valid, not only for teaching PP-8 in an elementary school and grades 7-9 in a middle, junior high, or six-year high school, but also to serve as a vice principal or counselor in an elementary, middle, or junior high school.

3. Adding Endorsements - There are three ways to apply to add an endorsement to an existing Basic or Standard Teaching License. Each requires the Form C-1 and application fee in addition to specific requirements described below.

   A. By Exam. Submit a passing score as determined by the Commission on the National Teacher Examination (NTE) in the specialty area test for which the endorsement is being requested. Verification of an acceptable score is by submitting one of the original test result reports provided the applicant by the Educational Testing Service. Currently, there are 27 tests adopted by TSPC for which passing scores have been set.

   **Agriculture (10900), 620;
   Art (10130), 610;
   Biology/general science:
   Biology/General Science: Content Knowledge, Part 1 (20231), 161;
   Biology/General Science: Content Knowledge, Part 2 (20232), 156;
   Biology/General Science: Content Essays (30233), 154;
   Business (10100), 620;
   Chemistry:
   Chemistry: Content Knowledge (20241), 144;
   Chemistry: Content Essays (30242), 140;
   Chemistry/physics (10070), 570;
   *Early childhood education (10020), 600;
   Educational media (10310), 630;
   French (10170), 620;
   German (20180), 620;
   Handicapped learner (10350), 650;
   Health (10550), 720;
   Home economics (10120), 650;
   Integrated science:
   General Science: Content Knowledge, Part 1 (10431), 152;
   General Science: Content Knowledge, Part 2 (10432), 150;
   General Science: Content Essays (30433), 135;
   Japanese (10660), 600;
   Language arts:
   English: Content Knowledge (10041), 164;
   English: Essays (20042), 145;
   **Marketing (10560), 690;

Mathematics (basic):
Basic Math: Content Knowledge (10061), 147;
Basic Math: Pedagogy (20065), 140;
Mathematics (advanced):
Advanced Math: Content Knowledge (10061), 147;
Advanced Math: Proofs, Models & Problems, Part 1 (20063), 144;
Advanced Math: Proofs, Models & Problems, Part 2 (30064), 140;
Music (10110), 610;
Physical education:
Physical Education: Content Knowledge (10091), 160;
Physical Education: Movement Forms-Analysis & Design (30092), 141;
Physical Education: Movement Forms-Video Evaluation (20093), 145;
Physics:
Physics: Content Knowledge (10261), 147;
Physics: Content Essays (30262), 145;
Reading (10300), 640;
Social studies:
Social Studies: Content Knowledge (10081), 158;
Social Studies: Analytical Essays (20082), 155;
Social Studies: Interpretation of Materials (20083), 167;
Spanish:
Spanish: Content Knowledge (10191), 166;
Spanish: Productive Language Skills (20192), 165;
Speech (10220), 640;
Technology education (10050), 640;

*The early childhood education endorsement can be added to the Basic or Standard Teaching License with the elementary, preprimary through grade twelve subject matter, and special education endorsements.

**In addition to test scores, the applicant must verify 4 years of practical work experience in agriculture and/or 2 years of practical work experience in marketing. Please contact the Commission for the appropriate form.

NTE Test Dates. Tests are administered six times a year, generally every two months. Registration closes about one month before the test date.

Test Centers in Oregon	Phone
University of Oregon	346-3230
Portland State University	725-4428
Southern Oregon State College	552-6208
Eastern Oregon State College	962-3392
Oregon State University	737-2131
Western Oregon State College	838-8471

For information about registration, test centers, fees, and score reporting, please contact the test sites listed above. The Praxis Series Registration Bulletin is available at the test sites; however, it cannot be mailed from the test site. You may receive the Registration Bulletin by mail by writing to: The Praxis Series, Educational Testing Service, P.O. Box 6051, Princeton, NJ 08541-6051.

B. By Approved Teacher Education Program - Submit a Preparation for Teaching Report, Form C-2, from an approved teacher education institution, an official transcript showing completion of academic requirements for the endorsement, and a passing score on the specialty area test for the endorsement being requested.

C. By Teaching in the Endorsement and Completing Coursework - Submit an application to TSPC together with documentation indicating five years of successful, appropriately assigned teaching in the new endorsement on a license valid for the assignment or experience on an approved misassignment if teaching in Oregon. Official transcripts showing completion of the

academic requirements for the endorsement from an approved institution are required. Transcripts will be evaluated to determine if Oregon requirements are met.

4. Emergency License - This license is issued under one of three circumstances.

A. Expedited Service - A school district (superintendent or board resolution) may submit a joint application requesting expedited service for any license valid for contractual employment (excludes Substitute License) by completing a Form C-3 and submitting a complete application. Within two working days, TSPC will issue the license requested or an Emergency License valid for one year*. It will be mailed to the employing school district.

These Emergency Licenses are issued in any endorsement to in-state or out-of-state applicants, but only as the initial Oregon license of its type. They are not issued for a district involved in a labor dispute.

An incomplete application will be returned to the district with deficiencies noted. Reapplications must be accompanied by a $10 reapplication fee, in addition to the $60 Oregon or $75 out-of-state fee.

After an Emergency License has been issued, the complete application will be entered into the regular stream of licensure mail, according to the date of receipt, for evaluation for the Basic License or other license requested. If the applicant meets all TSPC requirements, the license will be issued without an additional fee. If the applicant is not qualified for the license, TSPC will notify the applicant of the outstanding requirements that must be met.

B. Misassignment - An Emergency License may be issued when a teacher will be misassigned for a second year in accordance with OAR 584-50-055, Misassignment (see Appendix A). The applicant must make a complete application and submit a transcript verifying completion of at least 9 quarter hours applicable to the appropriate endorsement(s) for the assignment. This preparation must have been completed subsequent to the beginning of the first (original) misassignment.

The Emergency License is valid for one year and may be renewed upon completion of a minimum of 9 quarter hours of additional preparation. However, all requirements for the appropriate endorsement(s) for the assignment must be met within three years of issuance of the first Emergency License, even if the amount of misassignment is reduced to two periods or less.

C. Shortage Areas - An Emergency License is issued as the initial Oregon license to an applicant whose preparation was completed in another state when there is a shortage of candidates in the applicant's field. Each December, the Commission lists the shortage areas. For 1996 they include: all foreign languages, handicapped learner, severely handicapped learner, hearing impaired, speech impaired, visually impaired, technology education, counselor, school psychologist, and superintendent.

The Emergency License is issued without the request of an employing school board or school superintendent and is valid from the date of issuance for one year plus the time to the applicant's next birthday.

5. Restricted License - A Restricted License with a subject matter or special education endorsement may be issued upon receipt of a joint application from the prospective teacher and the school board or school superintendent who is seeking to employ the applicant. The applicant must be within 12 quarter hours of qualifying for either a Basic or a Standard Teaching License with the applicable endorsement(s); or have completed all academic requirements for the Basic Teaching License with the exception of passing scores on either the Professional Knowledge test or the Specialty Area test, if required. The applicant must provide an explanation of the circumstances which make the request necessary. A Restricted Teaching License is valid for one year and is not renewable.

* Hereafter, one year is defined as one year plus the period of time to the applicant's next birthday. Refer to OAR 584-50-045(2).

A Restricted Personnel Service License is issued upon joint application by the applicant and employing school superintendent or school board. A Restricted Personnel Service License is valid for one year and is not renewable.

A Restricted Administrative License is issued upon joint application by the applicant and employing school superintendent or school board. A Restricted Administrative License is valid for one year and is not renewable.

6. Interim License - This license may be issued when there are insufficient applicants in an endorsement (see shortage list above) or in a region of the state, or the employing district has other extenuating circumstances. An Interim License may also be issued for participants in the U.S. Department of Defense Teacher Replacement Assistance Program (Troops to Teachers). An Interim Teacher License is valid for one year and is issued to an applicant who has not previously held a teaching license or been enrolled in a teacher preparation program.

Along with the joint application from the district, the applicant must hold a baccalaureate or higher degree from an approved institution to include a major or minor of at least 30 quarter hours of study in an area directly related to the licensure endorsement. The applicant submits passing scores established by the Commission for the specialty area tests in which endorsements are requested.

The Interim Teaching License is valid for one year and may be renewed twice. For renewal a joint application is needed which includes evidence of applicable professional growth approved by the district as part of a professional improvement program. A copy of the applicant's annual teacher evaluation report as presented to the teacher by the district must be submitted and be satisfactory to the Commission. Evidence verifying that conditions for renewal set by the Commission upon issuance, if any, have been met must be submitted.

The holder of an Interim Teacher License who is otherwise qualified will be eligible for a Basic Teaching License upon submitting an application, fee, verification of completing 12 quarter hours in teaching pedagogy, and evidence of being granted permanent teacher status and posting a satisfactory score (661) on the NTE Professional Knowledge Test of the Core Battery.

7. Three-Year Professional Technical Teaching License - These are issued to candidates who have developed occupational competency through work experience and specialized training. The license is valid for a professional technical assignment in an Oregon Department of Education-approved professional technical education program for which the employing district's Instructor Appraisal Committee has recommended employment. The non-renewable Three-Year Professional Technical Teaching License will be issued upon receipt of a joint application from the prospective teacher and the school board or school superintendent from the employing district. To obtain the Five-Year Professional Technical License or to add a professional technical endorsement to a Basic, Standard, or Regular Teaching License, the teacher must meet the requirements of the three-year plan for improvement as prescribed by the district's Instructor Appraisal Committee and verify one year of professional technical teaching experience while holding the Three-Year Professional Technical Teaching License.

8. License of Accomplishment - This license, valid for one year, may be issued upon joint application from an Oregon employing district if the Commission is convinced that the applicant has training and experience equivalent to that specified by the Rules for Licensure. A License of Accomplishment is not ordinarily issued in a teaching endorsement provided for in the rules. The application must be accompanied by: a description of the position to be filled, a summary of the qualifications of the applicant especially desirable to the employing school board or school superintendent, a statement of the reasons for requesting special licensure, and a copy of the applicant's resume. The license is valid only for the position outlined in the application and for a period of one year. It may be renewed upon joint application with evidence of applicable professional growth approved by the Oregon employing district as part of a professional improvement program. Licenses of Accomplishment most

often are issued for the following teaching assignments: English as a second language Japanese, dance, and for substance abuse counseling.

9. Reciprocal Teaching License - A Reciprocal Teaching License is issued as the first Oregon license valid for contractual employment to an applicant who holds a comparable license in a state with which TSPC has reciprocity or to an applicant who has completed an approved teacher education program in such a state. An applicant for a Reciprocal Teaching License must meet one of the following: (a) hold a current teaching certificate or license from the reciprocal state and provide verification of one year of successful teaching in a public school in the reciprocal state in the previous three years; (b) provide verification of completion of an approved teacher education program in the reciprocal state within three years prior to application for Oregon licensure; or (c) hold a current teaching certificate or license from the reciprocal state and provide verification of 27 months of successful teaching in public schools in a reciprocal state within the seven years prior to application for Oregon licensure. If the teaching experience was completed more than three years prior to application, verification of nine quarter hours of preparation appropriate to the license must also be submitted.

A Reciprocal Teaching License is valid for two years, but is not renewable. A Basic Teaching License is issued upon application at the expiration of the Reciprocal Teaching License if the applicant has submitted the test scores, if required, and has met the statutory requirements which were identified when the Reciprocal License was issued.

IV. REPORTING AND FOLLOWING UP MISASSIGNMENTS

If you find it necessary to misassign staff, it should be on the basis that it is as a result of an emergency and temporary situation. All assignments outside the area of authorization are misassigned. One or two periods of assignment without proper licensure or endorsement are misassignments, as well as three-period or more misassignments.

If you misassign someone, you will need to report it to TSPC by October 15 or six weeks after the contract begins (see Appendix C for a copy of the report form). TSPC will take action to approve or not approve the misassignment. One of the six Options for Action from the Misassignment Report will be checked on the form returned to the district. The district is asked to provide a copy to the misassigned educator.

A misassignment may be approved on the basis that the staff member and district will follow a plan for correction if the misassignment is more than two periods, and complete it by a specified date (October 15 of the following year). If the misassignment will continue for a second year, even if it is reduced to two periods or less, the person must obtain an Emergency License. If the person has served in this position for one year, or a portion thereof, on an approved misassignment, issuance of an Emergency License will be contingent upon completion of 9 quarter hours of preparation applicable to obtaining the appropriate endorsement and making application. This preparation must have been completed subsequent to the beginning of the misassignment.

The Emergency License may be renewed twice upon completion of a minimum of 9 quarter hours of additional preparation. However, all requirements for the appropriate endorsement for the assignment must be met within three years of issuance of the first Emergency License, even if the amount of misassignment is reduced to two periods or less (OAR 584-42-067).

Besides obtaining an Emergency License, the educator may apply to add the appropriate endorsement through 1) NTE exam; 2) transcript evaluation based on verification of successful experience teaching in the endorsement on an approved misassignment in Oregon; or 3) recommendation on Form, C-2 from an approved teacher education institution verifying completion of endorsement together with a passing score on the appropriate NTE specialty area test (OAR 584-38-009).

If an educator does not fulfill the 9 quarter hours required under a plan for correction and then is to be misassigned in another district, the second misassignment year will not be approved by TSPC.

If a misassignment is not approved, the district cannot continue without penalty to assign the staff to that position. If the misassignment continues, the district can be required to forfeit basic school support funds (see Appendix A for law). Another situation where forfeiture can be required is if TSPC determines a person has been misassigned and not reported by the district. An appeal of a misassignment decision will be referred to the Commission for resolution.

All districts must file a report by October 15 each year even if there are no misassignments and indicate on the Misassignment Report Form that the district has no misassignments.

V. ASSIGNMENTS BY ENDORSEMENT AREA

Assignments which are permitted on Basic and Standard Teaching Licenses are stated as endorsements. In an attempt to help the user of this handbook to understand and implement the rules and the preceding materials, the following pages identify acceptable course assignments for specific endorsements. These lists may not include all acceptable courses, so contact TSPC if you have questions.

A licensed teacher may be assigned to counseling less than half time (49% and below) without having to hold a counselor endorsement. Any Oregon teaching license is valid for assignment in areas in which the Commission has no endorsements, such as computer education, personal finance, or outdoor education. Any Oregon teaching license also is valid for assignment as an athletic coach. Assignments in subjects which are a component of a broader endorsement (such as history, which is subsumed in the social studies endorsement) necessitate the broader endorsement. Teachers whose titles are broad (such as resource center, enrichment, learner center, or special teacher, etc.) must hold the subject matter and grade level endorsements that are most compatible with the curriculum being taught (OAR 584-36-015 (2)(e)).

Any Oregon teaching license is valid for an assignment involving leadership responsibilities, such as planning and development of curriculum, organization and maintenance of professional growth programs for licensed personnel, or improvement of instructional practices, if evaluation of licensed personnel is not required by the position.

NO ENDORSEMENT AREAS

Course titles not requiring a specific endorsement may be taught on any teaching license valid for the grade level. Some general examples and explanations follow:

*Alternative Education
Talented and Gifted (TAG)
Observing Occupations
Photography
Study Hall
Leadership Class
Student Leadership
Resource Room (non-handicapped)
Student Government
Basic Skills Class (non-Chapter I)
Driver Education
Computers
Personal Finance
Outdoor Education
Career Education
Study Skills
Dance/Drill Team
S.A.T. Preparation
Learning Strategies
Journalism
Italian
English as a Second Language

*According to ORS 336.635 passed by the 1989 legislature, any Oregon license is valid to teach any subject or grade level in a public alternative education program.

SUBJECT MATTER ENDORSEMENTS

ELEMENTARY (PP-9)

An elementary endorsement is acceptable for up to 100 percent assignments in the following classes except at the high school:

Self-contained
Language Arts
Social Studies
Science

The elementary endorsement (code 016) is valid for assignments through grade nine (except in high school) of 50 percent or less in the following areas (if 51% or more, the specific subject matter endorsement is required, as it is for the high school grades):

Art
Educational Media
Foreign Language
Health
Home Economics
Technology Education (Industrial Arts)
Mathematics
Music
Physical Education
Reading

However, an elementary endorsement (code 014) issued on or before January 14, 1987, is valid for departmental assignments in mathematics in preprimary through grade nine of an elementary, middle or junior high school regardless of the percentage of the mathematics assignment. An elementary subject matter endorsement also is valid for substituting in any assignment in preprimary through grade nine (OAR 584-36-015 (2)(a)).

BASIC EARLY CHILDHOOD EDUCATION

The Early Childhood Education endorsement is an optional endorsement that is added to the elementary, preprimary through grade twelve subject area, and special education endorsements. It is valid for teaching age three through primary level (grade three).

OTHER THAN ELEMENTARY

All subject matter endorsements except elementary are valid for teaching in the subject area in grades five through twelve of departmental elementary, middle, junior high, or senior high schools. These subject matter endorsements also are valid for substituting in any departmental assignment in grades five through twelve. Endorsements in art, foreign language, health, home economics, technology education, library or educational media, mathematics, music, physical education, or reading are valid for teaching or substituting in the subject area in grades preprimary through twelve (OAR 584-36-015 (2)(b)).

To retain authorization for teaching in a high school, holders of subject matter endorsements other than elementary must meet renewal requirements leading to standard licensure. The endorsements are valid only for departmental assignments in elementary, middle, or junior high schools through grade nine if requirements leading to standard licensure are not met. Professional technical endorsements are not issued valid only through grade nine.

*These courses also may be taught by teachers holding other endorsements.

ART (PP-12)

Art History/Culture
Calligraphy
Drawing
Design Seminar/Studio
Fibers Printmaking
*Graphics
*Graphics Work Experience
Jewelry
Painting
*Photography
*School Photo Staff
Pottery

*Stagecraft
Stained Glass
Visual Art

GENERAL BUSINESS EDUCATION (5-12)
(Valid for general business and non-professional technical office courses. See page 18 for assignments in Department of Education-approved professional technical programs in Marketing, Accounting/Financial Systems, and Office Systems.)

Accounting/bookkeeping (non-professional technical)
Business
*Business English & Communications
Business Law
Business Math
Business Machines
*Career Development
Computer Application
Computer Literacy
Computer Programming
Consumer Education
Data Processing
Distributive Occupations
*Economics
Entrepreneurship
Exploratory Business
Filing Shorthand
Finance
Formatting
General Business
Human Relations for Business
Information Processing
Introduction to Business
Keyboarding/Typing
Legal Office Procedures
Letter & Memo Writing
Machine Transcription
Medical Office Procedures
Notetaking/Speedwriting
Personal Finance
Personal Shorthand
Proofreading & Editing
Office Procedures & Skills
Office Simulations
Record Keeping
Reprographics

Word Processing

EDUCATIONAL MEDIA (PP-12)

*Film Appreciation
Film Making-Video Production
Instructional Media
Library Skills
*Research
*Study Skills

FOREIGN LANGUAGES (PP-12)
(Valid for teaching the foreign language(s) endorsed on license)

French
German
*Italian
Foreign Language Survey
Spanish
Latin
*Japanese
Russian

HEALTH EDUCATION (PP-12)

Health Education
Advanced Health
Food & Fitness
Drug Education
Health Promotion
Health & Wellness Education
Individual Health Project
Life Preparation
Chemical/Substance Abuse Education
Family Living

HOME ECONOMICS (PP-12)
(See page 18-19 for assignments in Department of Education-approved professional technical programs in Child Care and Food Service)

Life-span Development
Family Relationships
Housing
Clothing and Textiles
Foods and Nutrition
Personal & Family Resource Management

TECHNOLOGY EDUCATION (PP-12)
(Valid for teaching Technology Education, Industrial Arts, and Oregon Department of Education-approved professional technical education programs with the proper professional technical endorsement on the license. See Professional Technical Endorsements, Technology Education, page 19-20.)

Construction	
Construction Systems	Construction Technology
Communications	
Communication Systems	Graphics Design/Production
Design Communications	Computer Aided Drafting
Manufacturing	
Manufacturing Systems	Manufacturing Technology
Transportation	
Mechanical Systems	Mechanical Technology
Power & Energy	
Electronic Systems	Electronics Technology
Introduction to Technological Systems and Careers	
Technological Systems	Integrated Technology

LANGUAGE ARTS (5-12)
(Valid for language arts, not valid for speech, drama, or reading, which are endorsements, nor for the combined or block Language Arts/Social Studies for middle or junior high school.)

Basic Learning Skills
College English
Communication Skills
Composition
Creative Thinking Skills
English
Essay Test Writing
Expository Writing
Research Writing
Grammar
*Humanities
Language Arts
Literature (all subtitles)
*Media Writing (print, films, radio, TV)
Poetry
Vocabulary
Writing (all titles)

SPEECH (5-12)
(Speech endorsement is required for speech courses; a Language Arts endorsement is not valid.)

Speech Discussion Techniques
Debate
Forensics
Oral Interpretation

DRAMA (5-12)
(Drama endorsement is required for drama courses; a Language Arts endorsement is not valid.)

Acting
Costume Design
Drama Theater
Improvisation
Set Design
*Stagecraft

BASIC MATHEMATICS (PP-12)
(Valid for courses up to and including Algebra I)

The following would be acceptable if they are Algebra I or below in difficulty and content:

Any math course using the word REMEDIAL
Mathematics
Basic Math
Math Concepts (6th, 7th & 8th grades)
Pre-Algebra
Introductory Algebra
Basic Algebra
Algebra I
Competency Mathematics
Consumer Mathematics
General Math I & II
Mathematics Fundamentals
Math Lab
Middle Mathematics Skills
Problem Solving

ADVANCED MATHEMATICS (PP-12)
(Valid for same courses as Basic Math endorsement above plus all courses at second year algebra level and above.)

Advanced Algebra/Trigonometry
Algebra II
Pre-Calculus
Statistics & Probability
Geometry
Survey Geometry
Calculus
Trigonometry Analysis

MUSIC (PP-12)

Band (5-6)
Band Workshop
Cadet Band
Concert Band
Freshman Band
Stage Band
Varsity Band
A Capella Choir
Boys' Cadet Choir
Chamber Choir
Chamber/Swing Choir
Concert Choir
Girls' Cadet Choir
Swing Choir
Chorus
Chorus (Elementary)
Classroom Music (1-6)
Electronic Music
Elementary Music
General Music
Guitar
Jazz Ensemble
Music Education
Musicianship
Orchestra
Orchestra (4-6)
Music Technique
Vocal Music-Elementary

PHYSICAL EDUCATION (PP-12)

Games & Sports Skills: Basic game rules & strategies, Basic games & sports skills, Individual & recreational games & lifetime sports, Simplified games
Gymnastics: Apparatus, Safety, Stunts, Tumbling
Movement: Coordination, Directionality, Fine Motor, Gross Motor, Perceptual Motor
Personal & Social Development: Personal hygiene, Sportsmanship
Physical Fitness & Body Development: Arm & shoulder development, Leg development, Trunk development
Rhythms: Dance, Foundation skills
Adaptive Motor Skills
Athletic Trainer

BASIC ADAPTED PHYSICAL EDUCATION (PP-12)
(Optional in combination with the physical education endorsement)

Individualized or group activities within the physical education curriculum designed to meet the unique needs of pupils who may not safely or successfully participate in regular physical education programs.

READING (PP-12)

Reading

Remedial Reading

LANGUAGE ARTS/SOCIAL STUDIES (5-12)
(For combined classes of LA and SS for middle or junior high school - not valid for individual language arts or social studies classes. No new endorsements issued.)

SOCIAL STUDIES (5-12)

American Minority
American Studies
American Wars
Ancient & Medieval
Anthropology
Dollars & Sense
*Economics
Geography
Global Geography
History & Culture
*Humanities
Contemporary Issues
Modern World History
Pacific Northwest History
Political Science
Psychology
Rights & Responsibilities
Sociology
Global Issues
U. S. History
World Problems
Government

(All four of the science endorsements--Biology, Integrated Science, Chemistry, and Physics--are valid for teaching all science at grades 5-8, such as General Science and Introduction to Physical Science. At grades 9-12 such courses require the Integrated Science endorsement unless a majority of the content is biology, chemistry, or physics. Then the appropriate endorsement is required based on the majority of content.)

BIOLOGY (5-12)
(Valid for all science at grades 5-8 and for all science in which the majority of the content is biology at grades 9-12)

Biology
Advanced Placement Biology
Applied Biology
Basic Science (General Biological)
Evolution
Genetics
Botany
Life Science
Advanced Biology
Ecology
Merge Science (General Biological)
Microbiology
Natural History
Zoology
Non-professional technical Forestry

INTEGRATED SCIENCE (5-12)
(Valid for all science, except biology, chemistry, or physics, grades 9-12)

Astronomy
Earth Science
General Science
Geology
Integrated Science
Meteorology
Oceanography
Introductory Physical Science

*CHEMISTRY (5-12)
(Valid for all science grades 5-8 and all science in which the majority of content is Chemistry at grades 9-12)

Basic Chemistry
Advanced Chemistry
A.P. Chemistry
Consumer Chemistry
Chemistry
Household Chemistry
Introductory Physical Science
Physical Science

*PHYSICS (5-12)
(Valid for all science at grades 5-8 and all science in which the majority of the content is Physics at grades 9-12)

Physics
A.P. Physics
Atomic Physics
Electricity, Optics
Modern Physics
Nuclear Physics
Introductory Physical Science
Physical Science

*The "physical science" endorsement issued between 1980 and 1988 was valid for teaching chemistry, physics and general science. In 1988 that endorsement was replaced by the chemistry and physics endorsements.

SPECIAL EDUCATION ENDORSEMENTS

The appropriate special education endorsement is required for a special education assignment in a state-reimbursed or state-approved program. Special education endorsements are valid in preprimary through grade twelve. Upon expiration of the second Basic Teaching License, the holder of a special education endorsement must qualify for a Standard Teaching License with a standard special education endorsement. The severely handicapped learner endorsement is an exception to this rule.

School districts may provide related services for handicapped children by employing a public agency, such as a community mental health program, or by employing professionals who are licensed within their own specialties. These personnel are not required to hold TSPC licensure.

HANDICAPPED LEARNER I & II (PP-12)

(Valid for teaching handicapped learners and severely handicapped learners)

Teaching all subjects and skills to the following handicapped students:

- Learning Disabled
- Educable Mentally Retarded
- Multihandicapped
- Severely Emotionally Disturbed
- Trainable Mentally Retarded
- Physically Handicapped

SEVERELY HANDICAPPED LEARNER (PP-12)

(Valid for teaching severely handicapped learners)

Teaching all subjects and skills to the following handicapped students:

- Multihandicapped
- Trainable Mentally Retarded
- Severely Emotionally Disturbed

HEARING IMPAIRED (PP-12)

Teaching all subjects and specific skills to hearing impaired students, those with hearing impairments which, even with amplified sound, adversely affect their educational performance.

- Auditory Skills Development
- Language Intervention
- Orientation to Hearing Loss
- Compensatory Skills
- Sign Language
- Speechreading Skills

SPEECH IMPAIRED (PP-12)

Teaching speech and related skills to students with communication disorders, such as language impairment, stuttering, impaired articulation, or voice impairment, which adversely affect their educational performance.

- Phonetics
- Language & Speech Pathology
- Language Development

VISUALLY IMPAIRED (PP-12)

Teaching all subjects and specific skills (to include Braille) to visually impaired students, those with visual impairments which, even with correction, adversely affect their educational performance. The term includes those students who are partially-sighted or blind.

EARLY INTERVENTION AND SPECIAL EDUCATION I & II

Valid for teaching early intervention and early childhood special education from birth through primary level (grade three).

PROFESSIONAL TECHNICAL ENDORSEMENTS

A professional technical endorsement is valid for teaching in professional technical programs approved by the Oregon Department of Education and as noted on the license. Any professional technical endorsement is valid for assignments in diversified occupations or as work experience coordinators (OAR 584-36-015 (2)(d)).

AGRICULTURAL SCIENCE AND TECHNOLOGY

Agriculture
Agricultural Occupations
Animal Science
Care & Feeding Animals
Agricultural Mechanics
Livestock Practices
Horticulture
Exploring Animals
Exploring Plants
Forestry
Natural Resources
Landscape Design & Construction
Veterinary Sciences
Employment skills in cluster

MARKETING

(Valid for teaching Marketing and General Business)

Business Career Planning
Computer Applications
Electronic Printing Calculators
Marketing
Advanced Marketing
Marketing Special Projects
*Personal Finance/Economics
Retail Lab
Cooperative Work Experience
Computerized Electronic Calculators
Keyboarding (Typing)
Marketing Dynamics
Marketing Principles
Marketing Work Experience
Personal/Business Law
Student Store Lab

ACCOUNTING/FINANCIAL SYSTEMS *

(Valid for teaching in an Oregon Department of Education-approved professional technical program in Accounting. Requires 12 additional quarter hours beyond the non-professional technical General Business Education endorsement and verified work experience in the occupation.)

OFFICE SYSTEMS *

(Valid for teaching in an Oregon Department of Education-approved professional technical program in Office Systems. Requires 12 additional quarter hours beyond the non-professional technical General Business Education endorsement and verified work experience in the occupation.)

CHILD CARE **

(Valid for teaching in an Oregon Department of Education-approved professional technical program in Child Care. Requires 12 additional quarter hours beyond the non-professional technical Home Economics endorsement and verified work experience in the occupation.)

* Accounting/Financial Systems and Office Systems replace Vocational Business endorsement issued under previous rules.

** Child Care and Food Service replace Vocational Home Economics endorsement issued under previous rules.

FOOD SERVICE**

(Valid for teaching in an Oregon Department of Education-approved professional technical program in Food Service. Requires 12 additional quarter hours beyond the non-professional technical Home Economics endorsement and verified work experience in the occupation.)

TECHNOLOGY EDUCATION-PROFESSIONAL TECHNICAL ENDORSEMENTS

(Valid for teaching in the Oregon Department of Education-approved professional technical education programs identified on the license)

1. CONSTRUCTION TECHNOLOGY

Construction Systems
Construction Technology
Material Selection
Construction Material Science
Site Selection & Preparation
Design Communications
CAD Drafting
Construction Techniques
Construction Estimating

2. DRAFTING TECHNOLOGY

Design Communications
Computer Aided Drafting CAD
Drafting

3. ELECTRONICS TECHNOLOGY

Electrical Theory
Electronic Systems
Design Communications
Electronic Technology
Electro-Mechanical Maintenance & Repair
Mechanical Systems
Communication Systems
CAD Drafting
Test Equipment Utilization

4. GRAPHICS DESIGN/PRODUCTION

Design Communications
Computer Aided Drafting
Design Principles & Preparation
Printing Processes & Techniques
Drafting
Graphics Design/Production
Photographic Processes & Techniques

5. INTEGRATED TECHNOLOGY

Technological Systems
Manufacturing Systems
Drafting
Communication Systems
Mechanical Systems
Transportation Systems
Principles of Technology
Construction Systems
Design Communications
Computer Aided Drafting
Electronics Systems
Power & Energy Systems
Integrated Technology
Material Science Technology

6. MANUFACTURING TECHNOLOGY

Design Communications
Manufacturing Systems
Cutting and Shaping Methods
Joining and Finishing
CAD Drafting
Manufacturing Technology
Materials Science Technology
CNC Machining

7. MECHANICAL TECHNOLOGY

Design Communications
Electronic Systems
Mechanical Technology
CAD Drafting
Mechanical Systems

PROFESSIONAL TECHNICAL LICENSES

Three-Year or Five-Year Professional Technical Teaching Licenses are valid to teach in an Oregon Department of Education-approved professional technical program in the specific area listed on the license in the specific school district jointly requesting the license. These areas may be the same as professional technical endorsements (above) or different titles. These Professional Technical Licenses are not valid for assignments in areas in which the Commission has no endorsement nor for misassignment in endorsement areas.

Cosmetology
*Diversified Occupations
*Health Occupations
Dental/Nurse Assistant
*Cooperative Work Experience
*Forestry/Natural Resources
*Hospitality Tourism & Recreation
*Natural Resources

*These professional technical areas can be added to a Basic, Standard, or Five-Year Regular Teaching License, or they can be issued as a Professional Technical Teaching License. The criteria for assessing the training and occupational competency of an applicant are listed in OAR 584-42-005.

The Three-Year and the Five-Year Professional Technical Teaching Licenses are transferable to another Oregon school district if the new instructional assignment is comparable and in an Oregon Department of Education-approved professional technical program. The receiving school district must ensure that the instructor's three-year improvement plan is successfully completed when the Three-Year Professional Technical Teaching License is transferred to another district.

OTHER SPECIAL TEACHING LICENSES

*Teaching License of Accomplishment - Valid for the assignment and grade level specified on the license, generally PP-12. A License of Accomplishment ordinarily will not be issued for teaching a subject for which there is an endorsement. This renewable license is valid for one year.

*Teaching License with Coach Endorsement - Valid for coaching groups or individual students in grade preprimary through twelve. A license is not required if the activity takes place outside of school hours.

*Interim Teaching License - Valid for teaching in the grades and endorsement(s) specified on the license. This license is issued when there are insufficient applicants in an endorsement or in a region of the state. It is issued to an applicant who has not previously held a teaching license or been enrolled in a teacher preparation program.

*Restricted Teaching License - Valid for teaching in the grade, subject areas, and school district indicated by the license. Restricted indicates the applicant is within 12 quarter hours of eligibility for a Basic or Standard License, or has completed all academic requirements for the Basic Teaching License with the exception of passing scores on either the Professional Knowledge test or the Specialty Area Test, if required. Restricted licenses are only issued upon joint application by the applicant and the employing school superintendent or school board. A Restricted Teaching License is valid for one year and is not renewable. Restricted Teaching Licenses may be endorsed in elementary, subject area, or special education.

*Restricted License for Exchange Teacher - Issued only to out-of-state or foreign teachers exchanging positions with Oregon teachers and to foreign teachers authorized by Congress to come to the United States. These licenses are valid for twelve months from the date the applicant is determined by the TSPC to be eligible for licensure and may be renewed upon joint application for the purpose of exchange teaching.

Substitute Teaching License - Valid only for temporarily taking the place of a regularly contracted teacher in any subject area at the grade levels specified on the license; it is not valid for contractual purposes. There is no limit on the number of days that a Substitute Teaching License may be used each year, but the holder shall not substitute for any individual teacher more than 60 teaching days per school year. This license is not valid as an alternate license for a contracted teacher who fails to qualify for renewal of the Basic, Standard, or Five-Year Regular License. This renewable license is valid for three years.

*Special Substitute Teaching License - Issued only when a district establishes that regularly licensed substitutes are unavailable due to extenuating circumstances. This license is valid for only 20 days of service per year, but may be reissued for subsequent years upon joint application with the district.

Emergency Teaching License - Valid for the grade level and endorsement(s) specified on the license. This license also is valid for substituting in any assignment at the grade levels specified on the license. This license is issued when there are insufficient applicants in an endorsement (shortage areas designated by the Commission) or if the applicant is on a second year of misassignment. (See also discussion of Expedited Service Emergency License below.) It is valid for one year and is renewable twice, but the period of time an individual may hold an Emergency Teaching License may not exceed three years following the date of initial granting of the license.

Reciprocal Teaching License - Issued to applicants who hold a comparable license or completed an approved teacher education program from a state with which TSPC has reciprocity. The Reciprocal License is valid for two years and is not renewable. All testing and statutory requirements must be met before a Basic Teaching License can be issued.

* These are valid only for the district and assignment identified at the time the application is submitted and license issued.

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PERSONNEL SERVICE LICENSES

Basic or Standard Personnel Service Licenses with counselor, school psychologist, or supervisor endorsements are valid for personnel service, substitute teaching, and athletic coaching from preprimary through grade twelve.

Counselor - Required for personnel assigned one-half time or more to assist students to: develop decision-making skills, obtain information about themselves, understand opportunities and alternatives available in educational programs, set tentative career and educational goals, accept increasing responsibilities for their own actions, develop skills in interpersonal relations, and utilize school and community resources. Teachers otherwise properly assigned may serve up to 49 percent of their time as a counselor on their teaching licenses.

School Psychologist (TSPC endorsement or a psychologist license issued by the Oregon Board of Psychologist Examiners) - Required for an employee of the district who is not providing instruction as a teacher or counselor, but who is assigned to: assessment of student's mental aptitude, emotional development, motor skills or educational progress; designing educational programs for students and conferring with licensed personnel regarding such programs; and consulting with parents and students regarding interpretation of assessments and the design of educational programs.

Supervisor - Required for a position which includes the evaluation of licensed personnel when the person is not licensed as an administrator or superintendent.

Professional Technical Supervisor License - Required for personnel assigned one-half time or more to supervision of one or more areas in the professional technical instruction program when the person is not licensed as an administrator or superintendent.

Professional Technical Director License - Required for personnel assigned one-half time or more to administration of all aspects of a professional technical education program when the person is not licensed as an administrator or superintendent.

Personnel Service Restricted License - Valid for assignments as specified on the license. Restricted Licenses are issued only upon joint application by the applicant and the employing school superintendent or school board. Restricted licenses are valid for one year and are not renewable.

Personnel Service License of Accomplishment - Valid for one year, renewable, and not ordinarily issued for an endorsement provided for in TSPC rules.

Emergency Personnel Service License - Valid for the endorsement specified on the license and for substitute teaching from preprimary through grade twelve. This license is issued when there are insufficient applicants in an endorsement (shortage areas designated by the Commission) or if the applicant is on a second year of misassignment. (See also discussion of Expedited Service Emergency License.) It is valid for one year and is renewable, but the period of time that an individual may hold an Emergency Personnel Service License may not exceed three years following the date of initial granting of the license.

ADMINISTRATIVE LICENSES

Basic or Standard Administrative Licenses with superintendent or administrator endorsements are valid for administration, substitute teaching, and athletic coaching from preprimary through grade twelve.

Superintendent - Required for the district's chief administrator who reports directly to the school board and for the chief administrator's subordinates whose titles include the term "superintendent," such as deputy, associate, or assistant superintendents, and who evaluate licensed personnel. Only the superintendent endorsement is required if one serves as both superintendent and principal in the district.

Administrator - Required for the administrator in each school attendance unit, and for all other administrators below the level of assistant superintendent who evaluate licensed personnel. Administrative licensure is not required for the head teacher in an elementary school district with seven or fewer teachers including the head teacher.

Restricted Administrative License - Valid for assignments as specified on the license. Restricted Licenses are issued only upon joint application by the applicant and the employing school superintendent or school board. Restricted licenses are valid for one year and are not renewable.

Administrative License of Accomplishment - Issued upon joint application by the applicant and the employing school superintendent or school board to an exceptional person who lacks full formal preparation to serve as an administrator or superintendent, but who has other preparation and/or experience appropriate to an administrative position in Oregon schools. If the application is for licensure of the school superintendent, the applicant and the employing school board must submit the joint application. This renewable license is valid for two years.

Emergency Administrative License - Valid for the endorsement specified on the license and for substitute teaching from preprimary through grade twelve. This license is issued as the initial Oregon Administrative License to an applicant whose preparation was completed in another state when there is a shortage of candidates in the applicant's field or if the applicant is on a second year of misassignment. (See also discussion of Expedited Service Emergency Licenses below.) It is valid for one year and is renewable, but the period of time that an individual may hold an Emergency Administrative License may not exceed three years following the date of initial granting of the license.

EXPEDITED SERVICE EMERGENCY LICENSES

Expedited Service Emergency License are issued when a district through joint application requests expedited service. The license must be valid for contractual employment (excludes Substitute License) and can be issued within two working days. These licenses are issued in any endorsement to in-state or out-of-state applicants, but only as the Oregon initial teaching, initial personnel service, or initial administrative license. These licenses are valid only for assignment in the specific district requesting the license; the district's name is listed on the license.

If the applicant meets all requirements for the Basic License or other license requested, that license will be issued. If not all requirements are met or time does not permit a complete evaluation, an Expedited Service Emergency License will be issued. If an Expedited Service Emergency License has been issued, the complete application will be entered into the regular stream of licensure mail according to the date of receipt for evaluation for a Basic or other license requested.

If an Expedited Service Emergency License is issued, any academic, testing, or recent educational experience requirements for a Basic License which the applicant has not met become a part of the renewal requirements. A minimum of 9 quarter hours of additional preparation must be completed for each renewal of the Emergency License, and all requirements for a Basic License must be completed within three years of initial licensure.

TEMPORARY LICENSES

Any Oregon license may be issued as a Temporary license for 24 months if all requirements for the license are met and a non-renewable exemption request from the basic skills test has been requested from an employing Oregon school district.

LICENSES ISSUED UNDER PREVIOUS RULES

Five-Year Elementary Teaching License - Originally issued prior to October 15, 1965, valid from preprimary through grade eight in an elementary school and in grades seven through nine in a middle, junior high, or six-year high school. It is not valid for assignments in special education. This license also is valid to serve as a vice principal or counselor in an elementary, middle, or junior high school.

Provisional or Five-Year Regular Secondary License - Originally issued prior to October 15, 1965, valid for any teaching assignment in grades seven through twelve in a departmental elementary, middle, junior high, or senior high school. It is not valid for assignments in special education. This license also is valid to serve as a vice principal or counselor in grades seven through twelve.

Five-Year or One-Year License - Originally issued prior to October 15, 1965 for a specific subject or special education, valid only in the specified subject or field.

Administrative License - Originally issued prior to October 15, 1965, valid for the administrative assignments stated on the license.

Vice-Principal Endorsement - Use is limited to serving as a vice principal.

APPENDIX A

Laws and Rules on Misassignments

OREGON STATUTES

ORS 342.173 Effect of employing non-licensed teacher by certain districts

(1) Any school district which employs as a teacher or administrator any person not properly licensed and assigned in accordance with the terms specified by the person's license shall forfeit in state basic school support funds due the district an amount determined by the Teacher Standards and Practices Commission to not exceed the amount of the salary paid to the person for the time during which the person is employed. . .
NOTE: See ORS 342.173 for exemptions from forfeitures.

TSPC ADMINISTRATIVE RULES

Definitions

584-36-005 As used in OAR Chapter 584, Divisions 36 through 52, unless otherwise indicated by the context, the following definitions apply:

(33) "Misassignment": Assignment of a licensed person to a position for which he or she does not hold the endorsement required by Rules for Licensure. See definition of "Without Proper Licensure".
(54) "School District": Includes administrative school districts; common school districts; joint school districts; union high school districts; county units; education service districts; registered private schools; and state, federal, and special state-supported schools.
(70) "Violation of Licensure": Employment by a public school without a valid license. See definition of "Without Proper Licensure".
(71) "Without Proper Licensure": Either employment without a valid license (violation), or employment with a valid license but without the appropriate endorsement for the position (misassignment).

Serving Without Proper Licensure

584-50-030 (1) TSPC may deny a license if a person has served in violation of licensure. Such denial shall extend *either* for one year from the date of application for licensure *or* for a period equal to the time served without licensure, whichever is less.

(2) Licensed persons must be assigned in accordance with the endorsement(s) they hold or under provisions of OAR 584-50-055, Misassignments. Persons who serve and administrators who assign licensed persons in violation of licensure may have such action considered as evidence of gross neglect of duty under ORS 342.175. Gross neglect of duty may be grounds for suspension, probation, or public reprimand.

(3) TSPC may revoke or deny any license upon evidence that the holder or applicant knowingly made false statements to a prospective employing school district concerning the individual's licensure status or qualifications for assignment.

Misassignment

584-50-055 Misassignment as defined by OAR 584-36-005 is an assignment of a licensed person to a position for which he or she does not hold the endorsement required by Rules for Licensure. Misassignment is appropriate only as an emergency measure and shall be temporary in nature. Misassignments are to be reported to the Commission on a form supplied by the Commission. Misassignments must be reported annually by October 15 or within six weeks of when the misassignment begins. As used in this rule, a class period is approximately 50 minutes in length or the equivalent.

(1) Misassignment of two periods or less do not require the submission of a plan for correction.

(2) If a person is misassigned for more than two class periods outside the areas permitted under the license and endorsement(s) held, the following subsections (a), (b), and (c) of this section are applicable:

(a) During the first year of misassignment, the employing superintendent must file a misassignment report to include an acceptable plan for correction. If the Executive Secretary deems the justification for misassignment is satisfactory, he or she may authorize the district to continue the assignment for the balance of the school year.

(b) If a misassignment will occur for a second year, whether continuous or not, the person must obtain by October 15 of the second year an emergency license as set forth in OAR

584-42-067 (teaching), OAR 584-44-037 (personnel service), or OAR 584-46-035 (administration). If the person has served in this position for one year, or a portion thereof, on a misassignment report permitted under subsection (2)(a) of this rule, issuance of an emergency license will be contingent upon completion of nine quarter hours applicable to a basic or standard license with the appropriate endorsement(s). The nine quarter hours are to be completed after the misassignment began as reported and approved. The coursework completed must be in satisfaction of outstanding requirements for the new endorsement or in accordance with an amended and approved plan of correction.

(c) The reporting school district is not authorized to continue or to make new misassignments to include one, two, or more periods for the same educator if a misassignment was approved under subsection (2)(a) of this rule, but the plan for correction was not completed.

(3) If the Executive Secretary deems that the demographic characteristics of the district, the size of the student body, the number of licensed personnel, and the educational practices of the school warrant, an educator may be permitted to continue in a misassignment without additional preparation.

(4) If a misassignment beyond the initial year is not approved, the district cannot continue without penalty to assign the staff to that position. If the misassignment continues, the district can be required to forfeit basic school support funds. A forfeiture may be assessed when the school district fails to report a misassignment or be in compliance with the Rules. See OAR 584-50-066.

(5) Any appeal from the decision of the Executive Secretary on approval and/or continuation of a misassignment shall be referred to the Discipline Committee (or other appropriate committee if a Discipline Committee has not been appointed). The committee shall develop for the Commission a recommendation on the appeal and a recommendation on resolving the misassignment if the Executive Secretary's decision is not sustained.

Forfeiture for Service Without Proper Licensure

584-50-060 (1) Public school personnel are required by ORS Chapter 342 or the administrative rules of TSPC to hold valid licenses appropriate to their assignments.

(2) TSPC may require a district to forfeit a portion of the basic school support funds due the district for each violation of licensure that takes place during a school year. The amount of forfeiture is determined by TSPC through procedures and criteria in OAR 584-50-065 through 584-50-067.

APPENDIX B

COMPUTER AND AUTHORIZATION CODES

TYPES OF LICENSES

CODES NO LONGER ISSUED:

E	Provisional B 022
F	Provisional C 022
G	Provisional D 022
H	Provisional E 022
I	Intern
K	Certificate of Accomplishment
L	One-year Special Vocational
M	Life
O	Three-year Special Vocational
P	Special
R	Vocational Director 056
S	Vocational Supervisor
W	Five-year Special Vocational
Z	One-year Teaching

CURRENT AND/OR RENEWABLE CODES

A	Restricted
AA	Restricted Exchange
B	Five-year Teaching
C	Standard
D	Basic
FP	Fingerprint
J	Interim
KK	License of Accomplishment
MM	Reciprocal License
N	Substitute
OO	Three-year Professional Technical
Q	Emergency
RR	Professional Technical Director
SS	Professional Technical Supervisor
T	Special Substitute
TE	Temporary
U	Special Coaching
V	Five-year Administrative
WW	Five-year Professional Technical
X	Five-year Personnel Service
Y	School Nurse

TEACHING ENDORSEMENTS

ONE-YEAR OR FIVE-YEAR REGULAR LICENSES

000	Special	000
010	Homemaking	018
015	Vocational Homemaking	018
020	Exceptional Children	018
025	Mentally Retarded	018
030	Special Education	018
040	Hard of Hearing	018
045	Deaf	018
050	Remedial Reading	018
055	Physically Handicapped	018
060	Health and Physical Education	018
070	Industrial Arts	018
080	Music	018
085	Agriculture	018
087	Vocational Agriculture	018
090	Art	018
095	Speech Correction	018
100	Elementary	010,030
200	Secondary	022,034

CURRENT OR ON BASIC OR STANDARD LICENSES

ELEMENTARY/ART:		
300	Basic Elementary	014,016
301	Standard Elementary	014,016
306	Basic Early Childhood Education	012
320	Basic Art	018,019
321	Standard Art	018,019
AG/MARKETING/DRIVER ED:		
318	Basic Agricultural Science & Tech	020,024,032
319	Stand Agricultural Science & Tech	020,024,032
347	Basic Marketing-Prof Technical	024
349	Standard Marketing-Prof Technical	024
350	Basic Driver Education	020,027
BUSINESS ED:		
330	Basic Gen Business Ed	020,027
331	Standard Gen Business Ed	020,027
332	Vocational Office Systems	024
333	Vocational Accounting	024
FOREIGN LANGUAGE:		
380	Basic French	018,019
381	Standard French	018,019
390	Basic Spanish	018,019
391	Standard Spanish	018,019
400	Basic Russian	018,019
401	Standard Russian	018,019
410	Basic German	018,019
411	Standard German	018,019
420	Basic Latin	018,019
421	Standard Latin	018,019
430	Basic Italian	018,019
431	Standard Italian	018,019
450	Basic Japanese	018,019
451	Standard Japanese	018,019
PE/HEALTH:		
474	Basic Physical Education	018,019
475	Standard Physical Education	018,019
476	Basic Adapted Physical Education	018,019
480	Basic Health	018,019
481	Standard Health	018,019
TECHNOLOGY ED:		
542	Basic Technology Education	018,019
543	Standard Technology Education	018,019
HOME ECONOMICS:		
520	Basic Home Economics	018,019
521	Standard Home Economics	018,019
522	Vocational Child Care Services	024
523	Vocational Food Services Program	024
LANGUAGE ARTS/MEDIA:		
562	Basic Language Arts	020,027
563	Standard Language Arts	020,027
566	Basic Reading	018,019
567	Standard Reading	018,019
571	Basic Drama	020,027
573	Standard Drama	020,024
575	Standard Speech	020,027
576	Basic Speech	020,027
579	Basic Journalism	020,027
581	Standard Journalism	020,027
590	Basic LA/Soc Studies	020,027
591	Standard LA-Soc Studies	020,027
600	Basic Educational Media	018,019
601	Standard Educational Media	018,019
MATHEMATICS/MUSIC:		
630	Basic Mathematics	018,019,020,027
631	Std Pre-Algebra/Gen Math	018,019,020,027
650	Basic Advanced Math	018,019,020,027
651	Standard Advanced Math	018,019,020,027
674	Basic Music	018,019
675	Standard Music	018,019
SCIENCE/S/STUDIES:		
700	Basic Biology	020,027
701	Standard Biology	020,027
720	Basic Chemistry	020,027
721	Standard Chemistry	020,027
734	Basic Integrated Science	020,027
735	Standard Integrated Science	020,027
740	Basic Physics	020,027
741	Standard Physics	020,027
750	Basic Social Studies	020,027
751	Standard Social Studies	020,027

THREE OR FIVE-YEAR PROFESSIONAL TECHNICAL

OLD CODES:			CURRENT CODES:		
544	Basic Vocational & Tech Ed	024	314	Agriculture Science & Technology	024
	To be typed in the limits line:		334	Accounting/Financial System	024
	Construction Cluster		335	Office Systems	02
	Electronics Cluster		351	Marketing-Prof Technical	024
	Graphic Communications Cluster				
	Industrial Mechanics Cluster		536	Child Care	024
	Metals Cluster		538	Food Services	024
545	Standard Vocational & Tech Ed	024	504	Construction Technology	024
	To be typed in the limits line:		505	Drafting Technology	024
	Construction Cluster		494	Electronics Technology	024
	Electronics Cluster		495	Graphics Design/Production	024
	Graphic Communications Cluster		496	Integrated Technology	024
	Industrial Mechanics Cluster		497	Manufacturing Technology	024
	Metals Cluster		498	Mechanical Technology	024
556	Vocational Construction	020,024	499	Hospitality Tourism & Recreation	024
557	Vocational Electronics	020,024	500	Cooperative Work Experience	024
558	Vocational Graphics Comm	020,024	501	Diversified Occupations	024
559	Vocational Industrial Mech	020,024	502	Forestry/Natural Resources	024
560	Vocational Metals	020,024	503	Health Occupations	024

OLD CODES REPLACED BY CURRENT CODES

305	Early Childhood Education		306	Basic Early Childhood Education	012
315	Basic Agriculture-Voc	020,024	318	Basic Agricultural Science & Tech	024
316	Standard Agriculture-Voc	020,024	319	Stand Agricultural Science & Tech	024
317	Vocational Agriculture	020,024			
340	Basic Distributive Ed	020,027	347	Basic Marketing-Prof Technical	024
341	Standard Distributive Ed	020,027	349	Standard Marketing-Prof Technical	024
346	Standard Vocational Distributive Ed	020,024			
345	Basic Marketing-Voc	020,024			
346	Standard Marketing-Voc	020,024			
348	Vocational Marketing	024	351	Marketing - Professional Technical	024
332	Vocational Office Systems	024	335	Office Systems	02
333	Vocational Accounting	024	334	Accounting/Financial Systems	024
680	Basic Voc Office Ed				
680	Basic Voc Business & Office Ed				
681	Standard Voc Business Ed				
682	Vocational Business and Office Ed	020,024			
850	Vocational Office Systems	024			
851	Vocational Accounting	024			
522	Vocational Child Care Services	024	536	Child Care	024
523	Vocational Food Services Program	024	538	Food Services	024
530	Basic Vocational Home Economics	024			
531	Standard Vocational Home Economics	024			
532	Vocational Home Economics	020,024			
542	Basic Industrial Education	018,019	542	Basic Technology Education	018,019
543	Standard Industrial Education	018,019	543	Standard Technology Education	018,019
492	Basic Health	020	480	Basic Health	018
493	Standard Health	020	481	Standard Health	018
572	Basic Drama (combined)	020	571	Basic Drama	020
574	Basic Speech (combined)	020	576	Basic Speech	020
630	Basic Pre-Algebra and General Math	020	630	Basic Math	018,019
631	Standard Pre-Algebra and Gen Math	020			
640	Basic Algebra & Geometry	020	650	Basic Advanced Math	018,019
641	Standard Algebra & Geometry	020	651	Standard Advanced Math	018,019
732	Earth Science	020	734	Basic Integrated Science	020
730	Basic Physical Science	020	720	Basic Chemistry	020
			740	Basic Physics	020
731	Standard Physical Science	020	721	Standard Chemistry	020
			741	Standard Physics	02
673	Standard Elementary Music	019	675	Standard Music	01

SPECIAL EDUCATION ENDORSEMENTS

770	Basic Hearing Impaired	018	811	Standard Visually Impaired	018
771	Standard Hearing Impaired	018	820	Basic Speech Impaired	018
780	Basic Extreme Learning Problems	018	821	Standard Speech Impaired	018
781	Standard Extreme Learning Problems	018	836	Basic Severely Handicapped Learner	018
790	Basic Mentally Retarded	018,020	837	Standard Severely Handicapped Learner	018
791	Standard Mentally Retarded	018,020	843	Basic Handicapped Learner I	018
800	Basic Physically Handicapped	018	844	Standard Handicapped Learner I	018
801	Standard Physically Handicapped	018	845	Basic Handicapped Learner II	018
810	Basic Visually Impaired	018	846	Standard Handicapped Learner II	018
880	Basic Early Intervention/Special Ed I	011			
881	Standard Early Intervention/Spec Ed I	011			
884	Basic Early Intervention/Special Ed II	011			
885	Standard Early Intervention/Special Ed II	011			

SUBSTITUTE ENDORSEMENTS

100	Elementary	030	120	Reading	031
200	Secondary	032	122	Russian	031
102	Art	031	124	Spanish	031
104	Educational Media	031	126	Technology Education	031
106	French	031	128	Handicapped Learner	031
108	German	031	130	Hearing Impaired	031
110	Health Education	031	132	Severely Handicapped Learner	031
112	Home Economics	031	134	Speech Impaired	031
114	Japanese	031	136	Visually Impaired	031
116	Music	031	138	Mathematics	031
118	Physical Education	031	140	Advanced Mathematics	031

SCHOOL NURSE ENDORSEMENTS

860	Professional	018	870	Emergency	018

PERSONNEL SERVICE ENDORSEMENTS

760	Basic Counselor	050
761	Standard Counselor	050
766	Basic Supervisor	054
767	Standard Supervisor	054
830	Basic School Psychologist	052
831	Standard School Psychologist	052
840	Supervisor	054,056
850	School Psychologist	052

ADMINISTRATIVE ENDORSEMENTS

900	Basic Vice Principal	060
920	Basic Administrator	074
921	Standard Administrator	074
930	Basic Superintendent	090
931	Standard Superintendent	090
940	Superintendent	090
950	Principal	074

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EXPLANATION OF AUTHORIZATION CODES

010 To teach in preprimary through grade nine self-contained or departmental in an elementary school and in grades seven through nine in a middle, junior high, or six-year high school. Also valid to serve as a vice-principal or counselor in an elementary, middle, or junior high school.

011 To teach from birth through primary level.

012 To teach age 3 through grade 3.

014 To teach in preprimary through grade nine self-contained elementary classroom and preprimary through grade nine of an elementary, middle, or junior high school in any organizational structure or curriculum design except for departmental assignments of fifty-one percent or more in art, educational media, foreign language, health, home economics, technology education, music, physical education, and reading.

016 To teach in preprimary through grade nine self-contained elementary classroom and preprimary through grade nine of an elementary, middle, or junior high school in any organizational structure or curriculum design except for departmental assignments of fifty-one percent or more in art, educational media, foreign language, health, home economics, technology education, mathematics, music, physical education, and reading.

018 To teach the specified subject matter or special education area in preprimary through grade twelve.

019 To teach the specified subject matter in preprimary through grade nine in an elementary, middle, or junior high school.

020 To teach the specified subject matter in grades five through twelve.

022 To teach all subjects in grades seven through twelve in a departmentalized elementary, middle, junior high, or senior high school. Also valid to serve as a vice-principal or counselor in grades seven through twelve.

024 To teach the specified subject matter in a state-approved professional technical program.

026 To teach the specified subject matter in grades five through nine.

027 To teach the specified subject matter in grades five through nine of an elementary, middle or junior high school.

030 To serve as a substitute teacher in preprimary through grade nine in self-contained or departmental assignments.

031 To serve as a substitute teacher in preprimary through grade 12 in the specified subject matter or special education endorsement. (Not valid in the self-contained classroom.)

032 To serve as a substitute teacher in departmental assignments in grades five through twelve. (Not valid in the self-contained classroom.)

034 To serve as a substitute teacher in departmental assignments in grades seven through twelve. (Not valid in the self-contained classroom.)

050 To counsel at all grade levels.

052 To serve as a school psychologist.

054 To serve as a supervisor at all grade levels.

060 To serve as a vice-principal or supervisor at all grade levels.

074 To serve as a principal, vice-principal, or supervisor at all grade levels.

090 To serve as the chief administrator of a school district, education service district, or county school district and as assistant superintendent for these positions.

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APPENDIX C

Teacher Standards and Practices Commission
255 Capitol Street NE, Suite 105
Salem, OR 97310-1332

County_____

MISASSIGNMENT REPORT 1996-97

Each Oregon school district is required to submit a report indicating no misassigned staff or a report for each educator who is misassigned. The completed report is to be sent to TSPC by October 15, 1996, or within six weeks of the beginning of the misassignment. (Ref. ORS 342.173/OAR Chap. 584, Divs. 36-005, 50-030, 50-055, and 50-060)

_____School District_____School Name

_____ _____
Name of Misassigned Educator Social Security Number

_____
Licenses, endorsements and codes held

If, as of October 15, 1996, there are no misassigned licensed personnel in this district, check here_____.

If a misassignment exists for the above-named educator complete the following items:

1. Present Assignment: (Identify periods/hours, subject and grade level.)

2. Misassignment (Identify portion of above assignment that is not authorized by license: periods/hours, subject and grade level.)

IF THE ABOVE MISASSIGNMENT EXCEEDS TWO PERIODS A DAY, COMPLETE THE FOLLOWING ITEMS:

3. Identify justification for the misassignment:
   _____Waiver of rules granted by Oregon Dept. of Education under HB 2001
   _____The school is in transition under 21st Century School legislation (attach class schedule and reform plan)
   _____Other (indicate)

4. Plan for correction:

SIGNATURES:

_____
Misassigned Staff Member Date

_____
Superintendent Date

==========

TSPC ACTION:

____ 1. Misassignment approved as reported, no further academic preparation required.
____ 2. Misassignment approved if plan for correction is followed and completed by _____.
____ 3. Misassignment approved if the staff member completes 9 quarter hours of _____preparation through an approved teacher education institution applicable to obtaining the misassigned endorsement and obtains either an Emergency License for the 1997-98 school year OR if the staff member secures the appropriate basic endorsement for the 1997-98 school year.
____ 4. Assignment is permissible under current rules.
____ 5. Misassignment not approved. Please not enclosed or following letter.
____ 6. Report has been received and filed.

COMMENTS:

DR-HB.96